

# INFORMATION BULLETIN

## WORKFORCE INVESTMENT ACT

Number: WIAB02-25

Date: October 4, 2002  
Expiration Date: 6/30/03  
69:42:lh:6260

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: FINANCIAL REPORTING REQUIREMENTS—QUARTER ENDING  
SEPTEMBER 30, 2002

The purpose of this bulletin is to provide instructions for the reporting requirements under the Workforce Investment Act (WIA). These instructions will be needed to report financial data from the following funding streams and grant codes (GC). (Note: Grant codes may differ depending on the year of appropriation.):

### Years of Appropriation (YOA) 2000, 2001, 2002

- Youth (GC 301)
- Adult (GC 201, 202)
- Dislocated Worker (GC 501, 502)
- Dislocated Worker Recaptured/Reallocated Funds\* (GC 503)
- Rapid Response 25 Percent (GC 535, 537, 538, 539, 540, 541, 542, 543, 544)
- National Emergency Grants (NEG) (GC 737)
- Veterans Workforce Investment Program (VWIP) (GC 377)
- WIA 15 Percent Statewide Activities (GC 197, 198, 211, 212, 213, 214, 290, 291, 607, 609, 612, 613, 614, 615, 616, 617, 618, 619, 621, 622, 624, 625, 626, 627, 628, 629)
- Caregivers Training Initiative (CTI) State Match Funds (GC 798)

Expenditures for the above funding streams must be reported as cumulative from the beginning of the subgrant to the end of the reporting quarter. The Local Workforce Investment Areas (LWIA) who are eligible to receive Dislocated Worker recaptured/reallocated funds (GC 503) must report all expenditures as “program” costs. Administrative costs cannot be incurred against these funds.

**Note:** \*Participants served/enrolled with these funds are to be registered to GC 501.

### Expenditure Data

Program expenditures for the following grant codes are **only** to be reported on the **Other** line in Section V. line 5 of the EXPD “Summary of Expenditures.”

- Rapid Response 25 Percent (GC 537, 538, 539, 540, 541, 542, 543, 544)
- National Emergency Grants (NEG) (GC 737)

- WIA 15 Percent Statewide Activities (GC 197,198, 211, 212, 213, 214, 290, 291, 377, 607, 609, 612, 613, 614, 615, 616, 617, 618, 619, 621, 623, 622, 624, 625, 626, 627, 628, 629,)
- Caregivers Training Initiative (CTI) State Match Funds (GC 798)

For reporting instructions, please refer to the Quarterly Financial Reporting Requirements, WIA Directive [WIAD02-1](#).

### **Closeout Information**

All LWIAs/Subgrantees with a subgrant or a grant code (line item) that carries a term end date of September 30, 2002, and prior must submit the proper closeout documents 60 days after the expiration date of the subgrant or grant code. **A signed hard copy of the closeout reports must be mailed (post-marked) no later than November 29, 2002.**

Attention: WIA Closeout Desk  
Financial Management Unit  
Workforce Investment Division  
P.O. Box 826880, MIC 69  
Sacramento, CA 94280-0001

For closeout instructions, please refer to the WIA Line Item/Subgrant Closeout Handbook, WIA Directive [WIAD02-2](#).

### **Submission of Reports**

Subgrantees **with access** to the Job Training Automation (JTA) system are required to transmit the quarterly financial reports in electronic format (direct transmission). Direct transmission of required reports are due no later than close of business on October 20, 2002.

Subgrantees **without access** to the JTA system for reporting purposes must submit signed quarterly financial reports by mail (postmarked) no later than close of business October 20, 2002.

### **For Additional Information**

If you have questions on financial data, please contact Erma Mason at (916) 653-1465, or Marie Gastelum at (916) 653-0521, of the Financial Management Unit. For JTA questions, please contact the Automation Customer Support Unit Help Desk at (916) 653-0202.

/S/ BILL BURKE  
Chief  
Workforce Investment Division